

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **W4 Tax Withholding** service is located in the 'My Pay' workset in ESS. Employees can use this service to set up (or change) their tax withholding information.

Employees will use this service to maintain their tax data for STATE (SC) and FEDERAL withholdings.

NOTE: When changes are made, they might not be in effect for up to two weeks based on the timing of the payroll cycles.

Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your tax withholding information.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ W-4 Tax Withholding

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

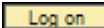
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course**, we encourage you to do so as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

- Quick Links
- Who's Who

My Working Time

- *Quota Overview
- *Time Statements
- *Holiday Schedule
- *State Employee Leave Package
- Quick Links
- [Record Working Time](#)
- [Time Conversion](#)
- [Leave Request](#)

My Pay

- *Bank Information (Direct Deposit)
- *Employment Verification
- *W-4 Tax Withholding
- *Voluntary Deductions
- *Savings Bonds
- Quick Links
- [Pay Statements](#)

My Personal Info

- *Address and Emergency Contacts
- *Personal Data

My Benefits

- *Employee Insurance Program Websites
- *Retirement Forms
- Quick Links
- [MyBenefits - Employee Insurance Program](#)

My Travel and Expenses

- *Expense Reports
- *Travel Requests

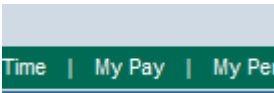


My Career

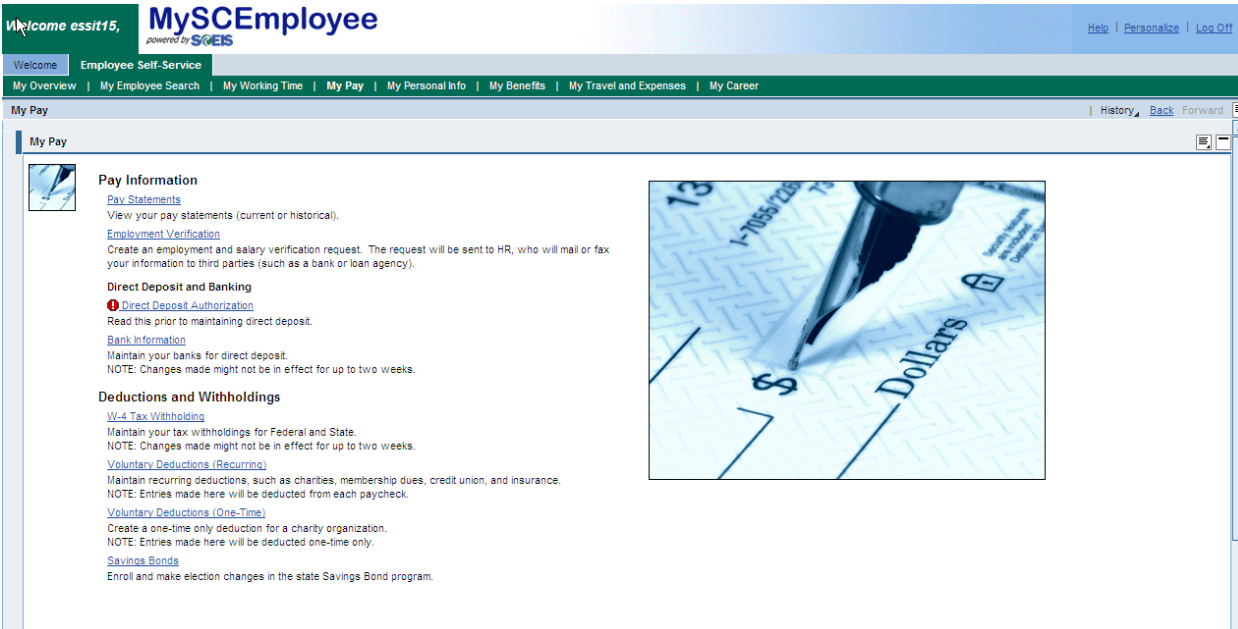
- *Training and Development
- Quick Links
- [State Jobs](#)



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.



Welcome essitf5, **MySCEmployee** powered by **S/EIS** [Help](#) | [Personalize](#) | [Log Off](#)

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Pay

My Pay

Pay Information

[Pay Statements](#)
View your pay statements (current or historical).

[Employment Verification](#)
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking

[Direct Deposit Authorization](#)
Read this prior to maintaining direct deposit.

[Bank Information](#)
Maintain your banks for direct deposit.
NOTE: Changes made might not be in effect for up to two weeks.

Deductions and Withholdings

[W-4 Tax Withholding](#)
Maintain your tax withholdings for Federal and State.
NOTE: Changes made might not be in effect for up to two weeks.

[Voluntary Deductions \(Recurring\)](#)
Maintain recurring deductions, such as charities, membership dues, credit union, and insurance.
NOTE: Entries made here will be deducted from each paycheck.

[Voluntary Deductions \(One-Time\)](#)
Create a one-time only deduction for a charity organization.
NOTE: Entries made here will be deducted one-time only.

[Savings Bonds](#)
Enroll and make election changes in the state Savings Bond program.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **W-4 Tax Withholding** service, click the link [W-4 Tax Withholding](#).

8. The overview screen for **W-4 Tax Withholding** is displayed:

Welcome essuser1, **MySCEmployee**
powered by **SC EIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

W4

1 2 3 4

Overview Edit Review and Save Confirmation

Federal

Filing Status: 02
No. of Exemptions: 00

Edit

Previous Step New South Carolina Exit



Only New Hire employees will have the option to create a new State (SC) or Federal tax withholding record in ESS. After the initial set up is complete, employees will only have the ability to make changes. The screen shot above shows an example of an existing Federal record that can be changed and no current State record.

9. To create a new State (SC) record, click **New South Carolina** .

Welcome essuser1, **MySCEmployee** powered by **SC EIS**

Welcome | Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

W4

1 Overview 2 **Edit** 3 Review and Save 4 Confirmation

Tax Authority: SC

Filing Status: Married

No. of Exemptions: 02

Additional Withholding: 20.00 USD

Tax Exempt Indicator: Not Exempt

Declaration

☒ Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Previous Step Review Exit

10. As required, complete/review the following fields:

Field	R/O/C	Description
Tax Authority	R	The tax authority state for unemployment. It will read SC (State) or FED (Federal), depending what record is being maintained.
Filing Status	R	The filing status of the employee. From the drop-down, select one of the following: <ul style="list-style-type: none"> Head of Household or Family Married Single
No. of Exemptions	R	The number of exemptions claimed by the employee.
Additional Withholding	O	The additional amount to be withheld, at the employee's request, for the payment of taxes.
Tax Exempt Indicator	R	This status determines whether an employee's earnings are exempt from taxation. From the drop-down, select one of the following: <ul style="list-style-type: none"> Not Exempt

- Exempt

NOTE: Employees should fully understand the reporting rules when selecting Exempt. It is recommend you contact the Payroll Department to ensure you qualify for Exempt status.

Declaration (Checkbox) R

The checkbox is used to 'certify' the tax withholding information entered by the employee. Checking this box is similar to an e-signature as a certification. The system will not allow the employee to save the record until the checkbox is selected.



Tax Exempt Employees - In ESS, employees will only have the ability to select 'Not Exempt.' A tax 'Exempt' status must be maintained and approved through the Payroll Department.

11. Maintain the Tax Withholding Information and then perform one of the following:

If	Then
You want to continue and save the Tax Withholding Information.	Click
You do not want to save the information entered/changed and navigate back to the Tax Withholding overview page.	Click
You want to cancel all activity in the Tax Withholding Information service and navigate back the the 'My Pay' area page.	Click

12. For the purpose of this exercise, click .

The screenshot shows the 'MySCEmployee' web interface. The header includes a welcome message 'Welcome essuser1,' and the 'MySCEmployee' logo with 'powered by SCEIS'. A navigation bar contains links: 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main content area is titled 'W4' and shows a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save (highlighted in orange), and 4. Confirmation. Below the progress bar, the text 'Verify the Tax Data data below' is followed by a list of tax data: Tax Authority: SC, Filing Status: Married, No. of Exemptions: 02, Additional Withholding: 20.00 USD, and Tax Exempt Indicator: Not Exempt. At the bottom, there are three buttons: 'Previous Step', 'Save' (highlighted in orange), and 'Exit'.

Welcome essuser1, **MySCEmployee**
powered by SCEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

W4

1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

Verify the Tax Data data below

Tax Authority: SC
Filing Status: Married
No. of Exemptions: 02
Additional Withholding: 20.00 USD
Tax Exempt Indicator: Not Exempt

Previous Step **Save** Exit

13. To save the Tax Withholding record, click **Save**.

Welcome essuser1, **MySCEmployee**
powered by **SC EIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

i The changes you made to your Tax Data data were saved

What do you want to do next?

[Go to W4 Tax Withholding Overview](#)
[Go to My Pay Homepage](#)
[Go to Employee Self-Services Homepage](#)

Tax Authority: SC
 Filing Status: Married
 No. of Exemptions: 02
 Additional Withholding: 20.00 USD
 Tax Exempt Indicator: Not Exempt

14. Perform one of the following:

If	Then
You want to navigate back to the W4 Tax Withholding overview page to display or maintain additional tax withholding data.	Go to W4 Tax Withholding Overview
You want to navigate back to the 'My Pay' area page.	Go to My Pay Homepage
You want to navigate all the way back to the main ESS 'My Overview' page.	Go to Employee Self-Services Homepage

15. For the purpose of this exercise, click the link [Go to W4 Tax Withholding Overview](#) .

The screenshot shows the 'MySCEmployee' web application interface. At the top, it says 'Welcome essuser1,' and 'MySCEmployee powered by SCEIS'. Below this is a navigation bar with links: 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main content area is titled 'W4' and shows a progress bar with four steps: 1 (Overview), 2 (Edit), 3 (Review and Save), and 4 (Confirmation). Step 1 is currently active. Below the progress bar, there are two sections: 'Federal' and 'South Carolina'. Each section displays 'Filing Status: 02' and 'No. of Exemptions: 00' (for Federal) or '02' (for South Carolina), with an 'Edit' button below each. At the bottom of the form, there are 'Previous Step' and 'Exit' buttons.

Welcome essuser1, MySCEmployee powered by SCEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

W4

1 2 3 4

Overview Edit Review and Save Confirmation

Federal

Filing Status: 02
No. of Exemptions: 00
Edit

South Carolina

Filing Status: 02
No. of Exemptions: 02
Edit

Previous Step Exit

Once the initial STATE or FEDERAL record is created, the button/option to create a 'New' record is no longer available for selection. However, employees always have the option to make changes by selecting the 'Edit' button(s).

Changes made might not be in effect for up to two weeks, based on the timing of the payroll cycles.

Result

You have maintained your STATE and/or FEDERAL Tax Withholding Information.